

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 1

January 6, 2015

**SUBJECT:** ADMINISTRATIVE CITATION ENFORCEMENT PROGRAM  
PROCEDURES - ESTABLISHED; AND, ADMINISTRATIVE  
CITATION, FORM 05.40.00 - ACTIVATED

**BACKGROUND:** The Los Angeles City Council approved Ordinance No. 182610, amending Los Angeles Municipal Code (LAMC) Section 11.00 and adding Article 1.2 to Chapter I of the LAMC, to establish the Administrative Citation Enforcement (ACE) Program. While officers continue to have the ability to issue Release From Custody (RFC) citations, the ACE Program provides officers an additional method for enforcing municipal code violations related to quality of life issues. [See the attached list entitled: Administrative Citation Enforcement Program Schedule of Los Angeles Municipal Code Violations (ACE Violation Schedule)]. These LAMC sections were chosen for the initial implementation phase as they were the most frequently cited sections by field officers and/or have the greatest propensity to improve quality of life concerns for the community. These LAMC sections can be cited as administrative violations, which would result in a fine. If a fine is not paid, the City may use any legal remedy to gain compliance in the collection of the fine, including making the failure to pay the fine a misdemeanor.

The ACE Program benefits the community by not only addressing quality of life issues but by also offering an administrative remedy to LAMC violations that were previously dealt with criminally. The ACE Program also benefits the Department by increasing an officer's availability in the field, eliminating the need to book evidence, and by reducing the number of officers subpoenaed.

**PURPOSE:** This Order establishes Department Manual Section 4/216.68, *Administrative Citation Enforcement Program Procedures*, and activates the Administrative Citation, Form 05.40.00.

**PROCEDURE:**

- I. ADMINISTRATIVE CITATION ENFORCEMENT PROGRAM PROCEDURES - ESTABLISHED. Department Manual Section 4/216.68, *Administrative Citation Enforcement Program Procedures*,

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has been established. The Department will implement the ACE Program in phases.

**A. Officer's Responsibilities.** Officers issuing an Administrative Citation must ensure:

- The LAMC section violated is listed on the ACE Violation Schedule, which is located on the Department's Local Area Network (LAN) within the "Reference Library", under the heading "Codes";

**Note:** The ACE Violation Schedule lists the initial phase of citable LAMC sections. Any revisions to the ACE Violation Schedule will be made via an Office of Operations (OO) Notice and posted on the LAN.

- The violator would otherwise qualify for field release per the Release from Custody (RFC) criteria;
- The violator provides acceptable identification;
- The applicable LAMC section and the required elements of the violation are documented in the narrative box of the Administrative Citation; and,
- The issuance of the Administrative Citation is recorded within the, "DISPOSITION", "Comments" and "RECAP" sections of the Computer Aided Dispatch (CAD) Summary Report.

**Note:** If an officer is driving a vehicle not equipped with a Mobile Digital Computer (MDC), the issuance of an Administrative Citation will be documented as "ACE" within the "SPECIAL SURVEY" box of the Daily Field Activities Report (DFAR), Form 15.52.00, or the Traffic Daily Field Activities Report (TDFAR), Form 15.52.01.

**B. Supervisor's Responsibilities.** Supervisors must ensure:

- The submitted Administrative Citations are complete and accurate;
- The issuance of an Administrative Citation is recorded within the, "DISPOSITION", "Comments" and "RECAP" sections of the CAD Summary Report; and,

**Note:** If an officer is driving a vehicle not equipped with an MDC, the issuance of an Administrative Citation will be documented as "ACE" within the "SPECIAL SURVEY" box of the DFAR, or the TDFAR.

- The submitted Administrative Citations are forwarded daily to the ACE Unit, Mail Stop 140.

**C. Watch Commander's Responsibilities.** Area watch commanders must ensure the submitted Administrative Citations are reviewed for accuracy and completeness.

**D. Commanding Officer's Responsibilities.** Area commanding officers must:

- Establish appropriate controls for the issuance, maintenance and storage of ACE books;
- Ensure record keeping, archival, and destruction are consistent with Department procedures; and,
- Ensure the Administrative Citation is incorporated into COMPSTAT reporting.

**II. ACCEPTABLE IDENTIFICATION.** Officers must first determine that the violator has one of the following forms of identification prior to issuing an Administrative Citation:

- A permanent state-issued driver's license;
- A permanent state-issued identification;
- United States military identification; or,
- Any officially issued Foreign Consulate Identification Card.

**Note:** The list of approved Foreign Consulate Identification Cards is posted on the LAN within the "Reference Library", under the heading "Codes". Any revisions to the list of approved Foreign Consulate Identification Cards will be made via an OO Notice and posted on the LAN.

**III. ADMINISTRATIVE CITATION, FORM 05.40.00 - ACTIVATED.** The Administrative Citation, Form 05.40.00, has been activated.



- A. **Use of Form.** The Administrative Citation will be used to document all facts applicable to the elements of the violation, observations made by the officer(s), identification of the violator, description, and disposition of the evidence, etc.
- B. **Completion.** The completion of the Administrative Citation is self-explanatory. If an error or omission is observed on the Administrative Citation, the officer should draw a single line through the error and add the corrected or omitted information, along with the officer's initials, consistent with correcting a Field Interview Report, Form 15.43.00.

**Note:** A Notice of Correction and Proof of Service, Form 04.07.00, is not required.

- C. **Signature.** The violator's failure or refusal to sign the Administrative Citation will not affect the validity of the citation and subsequent proceeding. If a violator refuses to sign the Administrative Citation, the officer will write "Refused" in the signature box. If the violator's copy is not available, due to the officer issuing the citation to the violator prior to obtaining a signature, the officer will write "Unavailable" in the signature box.
- D. **Distribution.**

- 1 - Original (White), submitted to ACE Processing Center.
- 1 - Copy (Canary), given to violator.
- 1 - Copy (Pink), remains in the ACE book.
- 3 - TOTAL

**FORM AVAILABILITY:** The Administrative Citation, Form 05.40.00, is available for ordering from General Services Division. The "Form Use" link applicable to the Administrative Citation form is accessible in E-Forms on the Department's LAN.

**AMENDMENTS:** This Order adds Section 4/216.68 to the Department Manual.

January 6, 2015

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.

A handwritten signature in blue ink, appearing to be 'CB', is written above the name Charlie Beck.

CHARLIE BECK  
Chief of Police

Attachments

DISTRIBUTION "D"

**ADMINISTRATIVE CITATION ENFORCEMENT PROGRAM**  
**SCHEDULE OF LOS ANGELES MUNICIPAL CODE VIOLATIONS**  
(Officer has discretion to cite as misdemeanor or under ACE)

<b>Code</b>	<b>Description</b>
41.27(c)	Drinking in Public.
41.27(d)	Possession of Open Container On or Adjacent to a Posted ABC Licensed Location.
41.40	Noise Due to Construction/Excavation Work – Prohibited 9 PM to 7 AM.
41.42	Music Reproducing Devices, Owner/Manager/person in charge of resort allows playing – Prohibited 2 AM to 5 AM.
41.46	Sidewalks – Cleaning of (failure to keep clean).
41.47.2	Urinating or Defecating in Public.
41.50	Smoking Prohibited in Designated Areas.
41.57	Loud and Raucous Noise Prohibited.
42.00	Regulation of Soliciting and Sales in Streets - Illegal Vending.
42.03	Selling of Tickets of Admission to Places of Public Assemblage in Public Places and Places Open to the Public Prohibited – Exceptions.
42.15	Vending and Excessive Noise on Beaches Prohibited.
43.01	Gambling – Dice Shaking.
47.11	Display of Aerosol Spray Paint Containers and Marker Pens.
47.15	Spectators Prohibited at Speed Contests and Exhibitions of Speed.
53.55	Dogs on Beaches Prohibited (guide, service and signal dogs – Exception).
56.08	Sidewalks – Streets – Obstructions by Property Owner.
56.15	Bicycle Riding – Sidewalks (willful/wanton disregard for public safety and/or on prohibited path).
56.15.1	Use of Skateboards (Standing, Towing, Intersections, Traffic Controls).
57.5608.1.2	Possession/Use of Fireworks.
63.44	Regulations Affecting Park and Recreation Areas (All Subsections).
66.25	Depositing Solid Waste on Streets or in the Los Angeles River Prohibited.
66.28	Solid Waste – Tampering With (refuse, rubbish or salvage).
67.02	Construction of Signs on Streets or Other Public Property (posting without permission).
85.07	Regulation of Roller-skating, Skateboarding and Bicycling (in violation of posted sign).
103.20(a)	Display of Permit, (fixed location of business).
103.20(b)	Display of Permit (no fixed location of business).
103.102(c)	Cafe Entertainment and Shows (without a permit).
103.106(b)	Dance Halls, Dancing Clubs, Public Dances (operating without a permit).
103.112(b)	Billiard Rooms, Poolrooms, Bowling Alleys (operating without a permit).
112.02	Air Conditioning, Refrigeration, Heating, Pumping, Filtering Equipment (Exceeding ambient noise level more than 5 decibels).
112.04	Powered Equipment Intended for Repetitive Use in Residential Areas and Other Machinery, Equipment, and Devices Prohibited.
112.05	Maximum Noise Level of Powered Equipment or Powered Hand Tools.
112.06	Places of Public Entertainment-Amplified Sound (sign required if over 95 decibels).
113.01	Rubbish and Garbage Collection and Disposal Prohibited 9 PM to 6 AM.
114.01	Vehicle Repairs in Restricted Area Prohibited 8 PM to 8 AM.
114.02	Motor Driven Vehicles, unreasonable sound (horn, engine warning device etc.).
114.03	Vehicles – Loading and Unloading Prohibited 10 PM to 7 AM.
114.04	Audible Signaling Devices (horns, loud speakers).
114.05	Audible Advertising Devices – Commercial Food Vendors Prohibited 9 PM to 7 AM.
115.02	Prohibition and Regulations of Sound Amplifying Device or Loud Speakers on Public Property.
116.01	Loud, Unnecessary and Unusual Noise.



LOS ANGELES POLICE DEPARTMENT

ADMINISTRATIVE CITATION

NAME	SERIAL NO.
SUPERVISOR APPROVING	
RE-ISSUED TO	
SUPERVISOR APPROVING	

BOOK NUMBER:

**A#####**

**ACE PROGRAM CRITERIA**

- The LAMC section violated is listed on the ACE Violation Schedule, which is available on the LAN within the "Reference Library", under the heading "Codes";
- The violator would otherwise qualify for field release per the Release from Custody (RFC) criteria; and,
- The violator provides acceptable identification as described below.

**ACCEPTABLE IDENTIFICATION**

- A permanent state-issued driver's license;
- A permanent state-issued identification;
- A United States Military Identification; or,
- An officially issued Foreign Consulate Identification Card approved by the City Clerk (LAAC Sec. 19.150). [The list of approved Foreign Consulate Identification Cards is available on the LAN within the "Reference Library", under the heading "Codes".]

**CITATION CORRECTION**

- Place a single line through the error along with the officer's initials;
- Add corrected or omitted information; and,
- A Notice of Correction and Proof of Service, Form 04.07.00, is **not** required.

**SIGNATURE**

Failure or refusal to sign the citations will not affect the validity of the Administrative Citation and subsequent proceeding. If a violator refuses to sign the citation, the officer will write "Refused" in the signature box. If the violator's copy is not available, the officer will write "Unavailable" in the signature box.

**FINDER: Please return this book to the nearest police station.**

05.40.00 (11/14)

LOS ANGELES POLICE DEPARTMENT  
CITY OF LOS ANGELES

A#####

ADMINISTRATIVE CITATION

Date of Violation / /	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Day of Week S M T W T F S	Incident No.
Name (First, Middle, Last)			
Address			
City		State	ZIP Code
Identification No.		State	Type
		Age	Birth Date / /
Sex	Hair	Eyes	Height
Weight	Race	Other Description	

LAMC Section	Description

Location of Violation(s)	City and County of Los Angeles	RD
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Comments

I declare under penalty of perjury under the laws of the State of California the foregoing is true and correct.

Citing Officer	<input type="checkbox"/> TE <input type="checkbox"/> CI <input type="checkbox"/> PT DIV	Serial No.	to Dates Off
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The Administrative Citation Enforcement (ACE) Processing Center will mail you a "Notice of Administrative Violation and Fine Due" at the address noted above. The Notice will include the amount of the administrative fine(s) due and the instructions on how to either pay the fine(s) or contest the citation.

I PROMISE TO EITHER PAY OR CONTEST THIS ADMINISTRATIVE CITATION IN ACCORDANCE WITH THE "NOTICE OF ADMINISTRATIVE VIOLATION AND FINE DUE." I VERIFY THAT THE ADDRESS NOTED ABOVE IS MY CORRECT MAILING ADDRESS.

X Signature

IMPORTANT INFORMATION

If you do not receive the "Notice of Administrative Violation and Fine Due" within 14 days of the violation date on the citation, you must contact the ACE Processing Center regarding your citation.

ADMINISTRATIVE CITATION ENFORCEMENT (ACE) PROCESSING CENTER

Telephone: 1 (800) 969-6158

Website: [www.CitationProcessingCenter.com](http://www.CitationProcessingCenter.com)

SEE IMPORTANT WARNING ON REVERSE



LOS ANGELES POLICE DEPARTMENT  
CITY OF LOS ANGELES

A#####

ADMINISTRATIVE CITATION

Date of Violation / /	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Day of Week S M T W T F S	Incident No.
Name (First, Middle, Last)			
Address			
City	State	ZIP Code	
Identification No.	State	Type	Age / /
Sex	Hair	Eyes	Height
Weight	Race	Other Description	
LAMC Section		Description	
Location of Violation(s)		City and County of Los Angeles	RD

Comments

I declare under penalty of perjury under the laws of the State of California the foregoing is true and correct.

Citing Officer: 

<input type="checkbox"/> TE	<input type="checkbox"/> CI	<input type="checkbox"/> PT
DIV _____		

 Serial No. \_\_\_\_\_ to \_\_\_\_\_  
Dates Off

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SEE IMPORTANT WARNING ON REVERSE

**WARNING—READ CAREFULLY**

**WARNING:** If you fail to pay or contest this administrative citation as you have promised, a late fee will be assessed. Additionally, failure to pay may result in criminal and civil actions against you, including the recordation of a lien and/or referral of the debt to a collection agency. [LAMC Section 11.2.11(a)]

Lock your vehicle

**LOCK IT**

Hide your valuables

**HIDE IT**

Keep your property

**KEEP IT**

LOS ANGELES POLICE DEPARTMENT  
CITY OF LOS ANGELES

A#####

**ADMINISTRATIVE CITATION**

Date of Violation / /	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Day of Week S M T W T F S	Incident No.
Name (First, Middle, Last)			
Address			
City		State	Zip Code
Identification No.		State	Type
Age		Birth Date / /	
Sex	Hair	Eyes	Height
Weight	Race	Other Description	

LAMC Section	Description

Location of Violation(s)	City and County of Los Angeles	RD
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Comments

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